State of Wisconsin Department of Natural Resources Box 7921, Madison, WI 53707-7921

Dry Cleaner Environmental Response Program Reimbursement Cost Detail Worksheet

Form 4400-214 (R 9/03)

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Notice: Use of this form is required to request payment under the Dry Cleaner Response Program. This form is authorized by s. 292.65 Wis. Stats., and ch. NR 169, Wis. Adm. Code. There are no penalties for failing to complete this form, but persons who do not complete and submit this form will not be eligible for reimbursement under this program. Personal information is not intended to be used for any other purpose other than for which it was originally being collected. Information will be made available to requesters under Wisconsin's Open Records laws (s. 19.32-19.39, Wis. Stats.) and requirements.

Instructions: See reverse side. Copy this form as necessary.												
Applicant Nai	ne											
The costs ite	mized below	are for the following	ng cost categor	ry (select	only one):							
A. Soil Ir	A. Soil Investigation C. Groundwater Investigation E. Air/Vapor Investiga							on G. Laboratory and Other Analysis				
B. Soil Remediation D. Groundwater Re					ediation F. Air/Vapor Remediation H				. Miscellaneous Costs			
									Total Amount (enter by type of response action)			
Date of Check	Check Number Firm Na			nvoice Iumber	Des	scription	No. of Units	Price/ Unit	Column1 Immediate Response Action	Column 2 Site Investigation	Column 3 Remedial Actions	
Transfer the worksheet subtotals to the appropriate line on the Reimbursement Cost Summary, Form 4400-213.								ubtotals				
							Worksheet Total					

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Instructions

You are required to itemize the detailed costs from the invoices you paid associated with your response action costs. Use this form for all reimbursement applications filed for the Dry Cleaner Environmental Response Program. A hardcopy of an electronic version (eg, spreadsheet) of this form is acceptable.

- 1. Code the detailed invoices from your expenditures to the program's standard cost categories eg, write an A next to costs for soil investigation, B for soil remediation, C for groundwater investigation, D for groundwater remediation, E for air/vapor Investigation, F for air/vapor Remediation, G for laboratory and other analysis, and H for miscellaneous costs. You may need to use more than one code on an individual invoice's detailed costs. If an expenditure involves more than one cost category, split the cost between the categories using your best estimate and note the percentage allocation between the categories on the invoice.
- 2. Itemize your costs on multiple copies of this form. The header information requested at the top of the form allows you to label what costs are being itemized on each worksheet.
- 3. Calculate the subtotals at the bottom of columns 1-5 on each worksheet. Calculate a total (at the bottom) for each worksheet.
- 4. Transfer the subtotals from all the worksheets completed to the appropriate category line of the Reimbursement Cost Summary Sheet, Form 4400-213.
- 5. Submit your cost detail worksheets, cost summary sheet, copies of invoices and canceled checks (copy both sides), and copies of each bid that was accepted with the Dry Cleaner Environmental Response Program Application, Form 4400-211 to your DNR region Remediation and Redevelopment project manager.

Definition of Form Sections and Columns

Top of the Form Information: Enter the Applicant Name. Check the appropriate box to describe the category type of the costs itemized and whether the costs are current or past costs.

Date of Check: The date and number of the check used to pay the cost being itemized.

Firm Name: The name of the consultant or vendor to whom the payment was made.

Invoice Number: The number of the invoice where the cost item can be found.

Description: A brief description of the cost item.

No. of Units: The number of units and price per unit of the item, if applicable.

Total Amount (By Type of Response Action): The total dollar amount of the cost item. Enter it in the appropriate column according to the type of response action.

FOR ADDITIONAL INFORMATION: See the Application Form instructions and publications RR #631, The Dry Cleaner Environmental Response Program and RR #641, Getting Your Money Back. Contact your DNR regional Remediation and Redevelopment project manager, if you have any questions about organizing and reporting your expenditures documentation for your application.